



Title: Advanced Leave
Functional Area: Human Resources
Sub Area: Time Management

Last Update:

01/22/14 8:13 AM

Advanced Leave

PA61

Publisher Information

File Name

r_PA61_Advanced_Leave.doc

Link 1

Link 2

Link 3

Link 4

[PA_PT_PA61_Advanced_Leave.htm](#)

Job Role

Insert Job Role rows as necessary.

Transaction	User Data		Description
PA61			Advanced Leave
Client	Language	Doc Type	Job Role
		BPP	



Title: Advanced Leave
Functional Area: Human Resources
Sub Area: Time Management

Trigger:

There is a need to enter Advanced Sick leave or Advanced Vacation leave in the BEACON SAP system for an employee.

Business Process Procedure Overview

OSHR policy allows advanced leave to be granted to employees provided it is formally approved by the employee's supervisor. With proper approval, an employee can receive advances of Sick and Vacation leave in amounts not exceeding that which an employee will accrue within the remainder of the calendar year. Due to the fact that an employee cannot maintain negative leave balances in BEACON, a Time Administrator will create a separate Absence Quota equal to the approved amount of Advanced Leave. When the Advanced Leave quota is reduced, the system will create and manage a separate Attendance Quota to represent the liability that the employee owes the State by using leave in advance of accruing it. As leave is accrued, the liability is then reduced accordingly. Policy also allows for recovery from Overtime, GAP, Callback to satisfy the liability.

Advanced Leave quotas are created using the Quota Corrections Infotype (Infotype 2013).

There are two subtypes of Infotype 2013 that are relevant to the State's Advanced Leave policy:

Advanced Vacation (Subtype 31)

Advanced Sick (Subtype 32)

This BPP will detail:

1) Manually creating an Advanced Leave quota

Access Transaction:

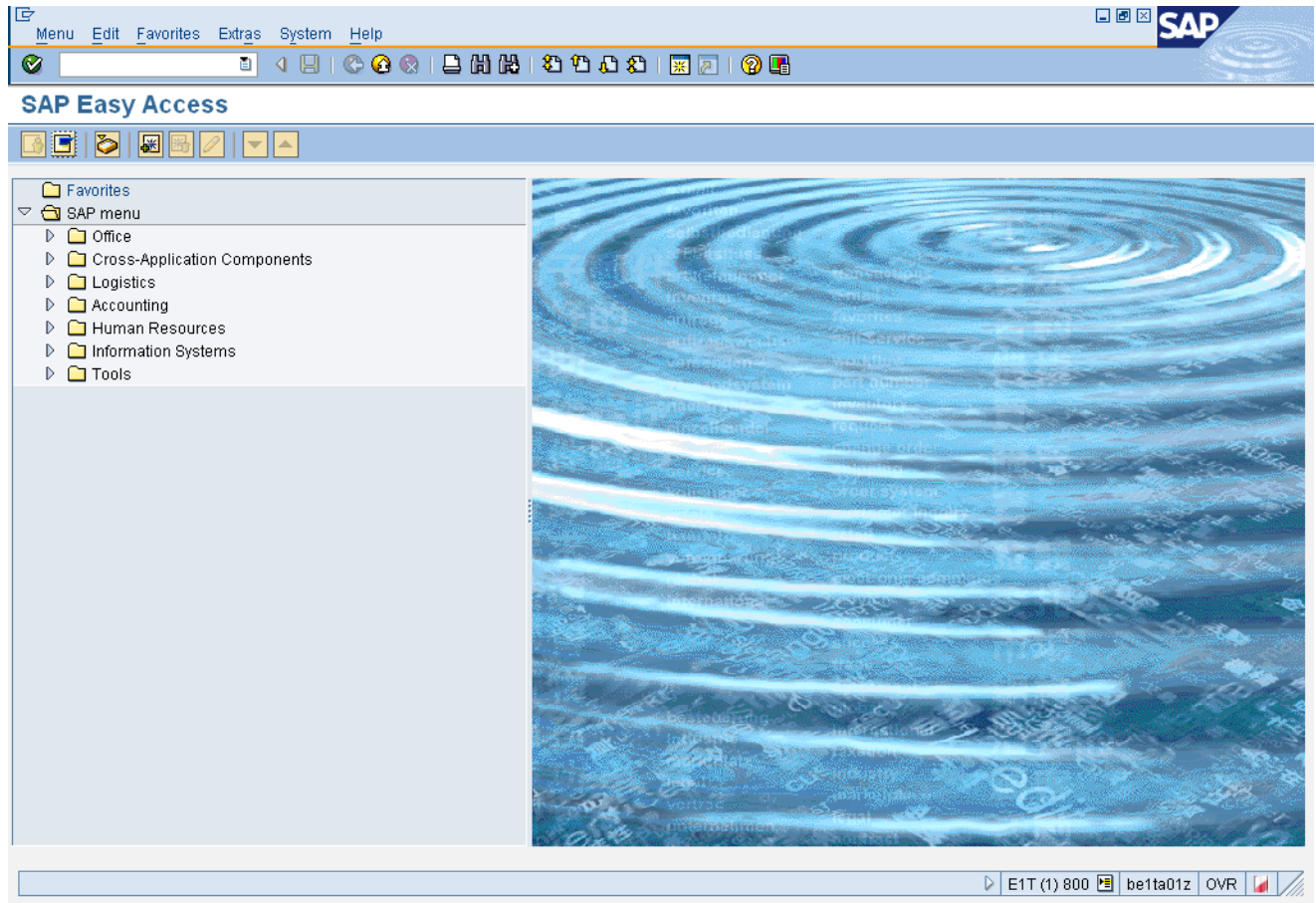
Via Menu Path	SAP menu >> Human Resources >> Time Management >> Administration >> Time Data >> PA61 - Maintain
Via Transaction Code	PA61



Title: Advanced Leave
Functional Area: Human Resources
Sub Area: Time Management

Procedure:

SAP Easy Access



1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: PA61

2. Click **Enter**  button.



Title: Advanced Leave
Functional Area: Human Resources
Sub Area: Time Management

Maintain Time Data

3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier	R	Enter value in Personnel no.. Example: 1823330



Title: Advanced Leave
Functional Area: Human Resources
Sub Area: Time Management

4. Click **Enter**  button.



Information: Ensure the correct personnel number was entered after clicking Enter.

Maintain Time Data

5. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
From	Effective date of the personnel action	R	Enter value in From. Example: 1/6/2014
Infotype	Unique number identifying the type of data to be displayed.	R	Enter value in Infotype. Example: 2013



Information: The *From* date represents the current date or the date that the employee's Advanced Leave quota should be available for deduction. System will automatically set the To date to the end of the calendar year.

6. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
STy	Infotype subtype.	R	Enter value in STy. Example: 32



Information: If the employee has been approved for Advanced Vacation Leave, enter subtype value **[31]**. If the employee has been approved for Advanced Sick Leave, enter subtype value **[32]**.

7. Click **Create (F5)**  button.



Create Quota Corrections

Create Quota Corrections (2013)

Personnel No: 1823330 Name: Lilly Ann Small
EE group: SPA Employees Personnel ar: 1201 Insurance:
WS rule: D01N086N MTWHF-8, SaS-O Status: Active
Start: 01/06/2014

Absence quota type: 32 Adv Sick Leave Allowed

Change accrual entitlement

Quota number: Hours

☒ Increase generated entitlement
☐ Reduce generated entitlement
☐ Replace generated entitlement

Change transfer time

Transfer: Do not change transfer time

8. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Quota number	The number of hours to be added or removed.	R	Enter value in Quota number. Example: 32



Caution: BEACON will not validate the number of hours entered against the estimated leave hours the employee should accrue during the remainder of the year. The Time Administrator should validate that the approved hours comply with OSHR policy.



9. Click the **Transfer** dropdown.

Create Quota Corrections

10. Select **Do not change transfer time** in the list box.



Information: The *Do not change transfer time* option allows the Advanced Leave quota to be generated during the next Time Evaluation process and will be available to the employee the following day. Selecting this option also generates the correct 'deduction from' and 'deduction to dates'.



Title: Advanced Leave
Functional Area: Human Resources
Sub Area: Time Management

Create Quota Corrections

The screenshot shows the SAP 'Change Quota Corrections (2013)' form. The top bar includes the SAP logo and navigation icons. Below the title bar, there are tabs for 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The main form area contains the following fields:

Personnel No	1823330	Name	Lilly Ann Small
EE group	A SPA Employees	Personnel ar	1201
WVS rule	D01N086N MTVWHF-8,SaS-O	Insurance	Status Active
Start	01/06/2014	Chg.	01/16/2014 00487811


Below the table, there is a section for 'Absence quota type' with a value of '32 Adv Sick Leave Allowed'. The 'Change accrual entitlement' section includes a 'Quota number' field with the value '32.00000' and 'Hours' unit. There are three radio buttons: 'Increase generated entitlement' (selected), 'Reduce generated entitlement', and 'Replace generated entitlement'. The 'Change transfer time' section has a 'Transfer' dropdown menu with the value 'Do not change transfer time'. The bottom status bar shows 'E1D (1) 200', 'be1dd01z', and 'INS'.

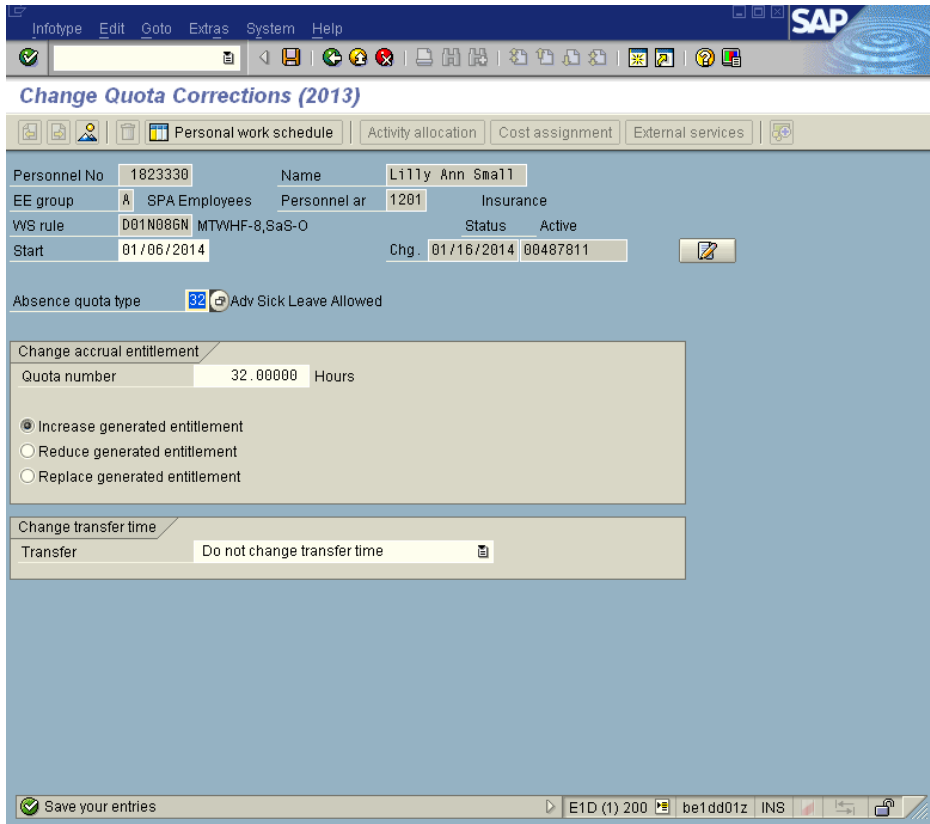
11. Click **Save** (Ctrl+S)  button.
12. Click **Edit > Maintain** text and enter notes

The screenshot shows the SAP 'Text' entry form. The title bar is 'Text'. Below the title bar, there is a toolbar with icons for 'Cut', 'Copy', 'Paste', 'Undo', 'Redo', 'Bold', 'Italic', 'Underline', 'List', and 'Link'. The main text area contains the text 'Enter notes here.'



Title: Advanced Leave
Functional Area: Human Resources
Sub Area: Time Management


13. Click the Save button  to save your notes. The Detail record screen will display again on your screen.



The screenshot shows the SAP 'Change Quota Corrections (2013)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Change Quota Corrections (2013)' and contains several tabs: 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The 'Personal work schedule' tab is active. The screen displays the following data:

Personnel No	1823330	Name	Lilly Ann Small
EE group	A SPA Employees	Personnel ar	1201
WVS rule	D01N086N MTWHF-8,SaS-O	Status	Active
Start	01/06/2014	Chg.	01/16/2014 00487811

Below the data, there is a section for 'Absence quota type' with a value of '32 Adv Sick Leave Allowed'. The 'Change accrual entitlement' section shows a 'Quota number' of '32.00000 Hours' and three radio buttons: 'Increase generated entitlement' (selected), 'Reduce generated entitlement', and 'Replace generated entitlement'. The 'Change transfer time' section shows a 'Transfer' value of 'Do not change transfer time'. At the bottom, there is a 'Save your entries' button and a status bar with the text 'E1D (1) 200 be1dd01z INS'.

14. Click the Save button  to save the record.
15. The system task is complete.